

FOR OFFICE USE ONLY:
 APPROVED _____ DENIED _____
 _____ Trustee
 _____ Pastor

Room to be used: _____
 Day & Date: _____
 Time: _____

Posted: _____ drawer _____ computer

ST. STEPHEN'S UNITED METHODIST CHURCH
 9203 BRADDOCK ROAD, BURKE, VA 22015-1613
 (PHONE) 703-978-8724 x 101 (FAX) 703-978-1900

APPLICATION FOR USE OF BUILDING AND/OR GROUNDS

One time Weekly Monthly Other
 (renew annually)

EVENT _____

DAY and DATE OF ACTIVITY _____ NUMBER OF PERSONS _____

If long-term request, please indicate start & stop dates. _____ through _____

SET-UP TO BEGIN: _____ TIME OF ACTIVITY: from _____ to _____
 (Premises and property must be vacated by 10 p.m.)

GROUP SPONSORING ACTIVITY _____

PERSON IN CHARGE OF ACTIVITY _____
 (Name)

Church Member? _____
 Yes No (Mailing address)

_____ Phone _____

_____ (E-mail address)

CHAPERONES WHO HAVE AGREED TO SUPERVISE IF THIS ACTIVITY IS BEING HELD FOR YOUTH
 (Minimum of one adult for 20 children is required!)

| | |
|--------------|---------------|
| _____ (Name) | _____ (Phone) |
| _____ (Name) | _____ (Phone) |
| _____ (Name) | _____ (Phone) |

SPACE REQUESTED

- | | | |
|--|---|--|
| <input type="checkbox"/> C40 classroom | <input type="checkbox"/> C58 classroom | <input type="checkbox"/> M18, 20 classroom |
| <input type="checkbox"/> C41 classroom | <input type="checkbox"/> C59 classroom | <input type="checkbox"/> M22 large kitchen |
| <input type="checkbox"/> C44 classroom | <input type="checkbox"/> C60 classroom | <input type="checkbox"/> M28 fellowship hall |
| <input type="checkbox"/> C46 classroom (nursery) | <input type="checkbox"/> C61 small kitchen | <input type="checkbox"/> M30 youth room |
| <input type="checkbox"/> C52, 54, 56 fireside room | <input type="checkbox"/> M5 conference room | <input type="checkbox"/> hallway (fellowship hall) |
| <input type="checkbox"/> C55 classroom | <input type="checkbox"/> M8 classroom | <input type="checkbox"/> Sanctuary |
| <input type="checkbox"/> C57 classroom | <input type="checkbox"/> M9 classroom | <input type="checkbox"/> Chapel |
| | <input type="checkbox"/> M16 classroom | <input type="checkbox"/> OTHER _____ |

All persons under eighteen (18) years of age must be supervised at all times while on the premises and property. Young children present but not participating in your activity require appropriate supervision in a child-care room as well as your request for its use.

I have read and agree to abide by the Policies and Regulations concerning use of the facilities of St. Stephen's United Methodist Church and will assume full responsibility for their enforcement.

Signed _____ Date _____

NOTES:

Approved by Admin Board July 18, 2007
 August 2007
 April 2010

CLEANLINESS

1. All groups using church facilities and equipment are expected to leave them in a clean and orderly fashion. Furniture and equipment should be placed where originally found.
2. Groups using the kitchen shall adhere to the posted instructions for use of the kitchen equipment and are responsible for leaving the kitchen in a clean and orderly fashion.
3. Full bags of trash shall be put IN the dumpster behind the Fellowship Hall.

SECURITY

1. Security is the responsibility of all groups using church property.
2. User groups must restrict all activities and the presence of all group-related personnel to those areas for which permission has been given for the group activity and to direct access to such areas.
3. The user group is charged with the responsibility of closing windows; turning off lights, including those in restrooms; setting heat or air conditioning as per instructions posted at thermostats and locking all exterior doors before leaving the building.
4. The church buildings will be kept locked when not in use.
5. A representative of the user group will be assigned a key by the church Administrative Assistant to be returned after use.

GENERAL CONDUCT

1. All persons, groups or organizations are expected to behave in a Christian-like manner at all times.
2. Smoking is not allowed within the church building.
3. Alcoholic beverages, drugs, gambling or the use of un-Christian-like video tapes or movies are prohibited on church property.
4. Except for on the altar, no candles or other open flames are allowed in the building except with special permission of the Trustees.
5. Nothing on the altar will be moved without special permission of the pastors or Worship Committee.

DAMAGE AND LIABILITIES

1. Non-church users will assume full responsibility for any damage which may result from their use.
2. Abuse of church property or violations of the general rules of conduct shall be grounds for denial of further use. All parties are responsible for any damages incurred and will be held liable and responsible for reimbursement for all damages and restitutions within thirty (30) days.